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Approved For Release 2002/08/26 : CIA-RDP70-00211R000100190039-7

Rec Mgt 5-1-4

MEMORANDUM FOR: Chairman, Project Review Committee

THRU : Deputy Director, Support

SUBJECT : Submission of Project Outline Providing for  
Expansion of the Agency Records Center

Attached for consideration of the Project Review Committee is detailed information covering the proposed project providing for construction of an addition to the Agency Records Center. The estimated cost of the project is [redacted]

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[redacted]  
Chief, Management Staff

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ATTACHMENT:  
Detailed Project Outline

CONCURRENCES:

\_\_\_\_\_  
Sheffield Edwards  
Director of Security

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Director of Communications

\_\_\_\_\_  
Date

\_\_\_\_\_  
Edward R. Saunders  
Comptroller

\_\_\_\_\_  
Date

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\_\_\_\_\_  
James A. Garrison  
Director of Logistics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved for forwarding to Project Review Committee.

\_\_\_\_\_  
L. K. White  
Deputy Director (Support)

\_\_\_\_\_  
Date

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PROJECT OUTLINE

Date

Subject: Proposed expansion of CIA Records Center

Sub-Project Cryptonym or Identification: NA

Amendment No. NA

Originating Organization: Management Staff

a. Chief, Management Staff:

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b. Chief, Records Management Staff:

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Target Area: NA

Type of Project: Administrative and Departmental only

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Funds Requested:

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Current Status:

Present Records Center was constructed after approval of Project Review Committee and has been operative during past fiscal year.

Proposed expansion of the Center has been approved in principle by the Deputy Director, Support.

1. **OBJECTIVE:** To provide an additional 30,000 sq. ft. of storage space by April 1957 at the Agency Records Center [redacted]

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2. **ORIGIN AND POLICY GUIDANCE**

- a. **Origin.** Project Outline for construction of a CIA Records Center (KR5-1817) dated 25 Jan. 1954 and approved by DCI 24 March 1954
- b. **Whence proposed.** In Headquarters.

3. **SITUATION:**

- a. The project outline approved by the Director on 24 March 1954 provided for 21,290 square feet of storage space and authorized the expenditure of [redacted] for construction work and the preparation of plans and specifications. Included in this project outline as approved was the anticipated need for expansion within 5 years and an eventual need for a Records Center containing a total of 60 to 70 thousand sq. ft. of floor space.
- b. The construction of the Records Center was completed in April 1955 at a total cost of [redacted] and was occupied on 20 April 1955. This building provides 21,290 square feet of overall space of which 17,812 square feet is for the storage of records.
- c. During the past year of occupancy the rate at which inactive records have been and are being received is more than twice the anticipated intake. The new increase in storage requirements, taking into consideration the destruction program, indicates that the existing building space available for storage of additional records will be exhausted by April 1957. (Appendix A)

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[redacted]  
been approved in principle by the Deputy Director, Support. (Appendix B).

4. **PROPOSAL:** To construct and equip an addition to the Records Center at [redacted] consisting of approximately 30,000 sq. ft. of floor area at an estimated cost of [redacted] (See appendix C)

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5. **OPERATIONAL OUTLINE:** NA

- a. **Sub proposals or "tasks."** NA
- b. **Key personnel.** NA
- c. **Indigenous groups and/or leaders.** NA
- d. **Target groups.** NA

5. OPERATIONAL OUTLINE: CONTD

f. Graphic illustrations. NA

6. SECURITY:

a. [REDACTED]

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b. Knowledgeability. NA

c. Operational security. NA

d. Risks. NA

e. Personnel disposal. NA

f. Disaster Plan. NA

7. COORDINATION:

a. Relation to other projects. The operation of an Agency Records Center [REDACTED] is directly tied to the CIA Emergency Plan as well as the storage of vital documents which are now located [REDACTED]

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b. Significance within over-all program in area. NA

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c. Extent of coordination. NA

8. CONTROL:

a. Nature of. The technical supervision of this facility rests with the Management Staff because it is an integral part of the Agency's Records Management Program which must, of necessity come under the direction of the headquarters

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[REDACTED]  
supervision, award and administration will be performed under the overall supervision of the Real Estate and Construction Division, Office of Logistics. This division will assign a resident engineer to the field to supervise the construction contract.

b. Administrative plan. Not required.

c. Reports. Internal administrative reports will be required on volume of records on hand, received, destroyed and number of reference services.

9. BUDGET DATA:

a. Total overall CIA funds required for Fiscal Year 1957:

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[REDACTED] of unvouchered funds.

9. BUDGET DATA: CONFID

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- b. Availability of CIA funds required. This item was specifically budgeted for [redacted] in their proposed 1958 budget. As noted under 3c above the availability of storage space is decreasing at a rate that necessitates requesting allocation of funds in this fiscal year.

c. Non CIA Funds. NA

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d. Foreign Currency. NA

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- e. Funding. To be made available [redacted] to be accounted for in accordance with established financial accounting system for [redacted]

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f. Financial history. Cost of personal services for operation of the Records Center amounted to \$53,722 in fiscal year 1955 and \$56,009 in fiscal year 1956.

g. Future requirements: It is estimated that the proposed expansion will provide adequate storage for approximately 10 years. It is estimated that the Agency will ultimately require a Records Center of from 60,000 - 70,000 sq. ft. (Appendix A).

10. SUPPORT DATA:

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- a. Total CIA personnel: Administrative support for this facility at the [redacted] is available. (See concurrence of [redacted] Real Estate and Construction Division, Office of Logistics, has available a capable Engineer who will be assigned Resident Engineer in charge of construction.

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b. Material. NA

c. Communications. NA

d. Other CIA support. NA

e. Support required from other United States agencies. NA

11. GENERAL CONSIDERATIONS:

a. Current status. Records are being received in the Center at a rate that will exhaust available storage space by April 1957.

b. Commitments. The Records Center is committed to supporting the Records Management Program of the Agency by receiving, storing, servicing and preserving or destroying inactive records from all organizational elements. Recently developed requirements in the DD/P and DD/I areas have contributed to the present increased rate of growth.

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11. GENERAL CONSIDERATIONS: CONTD

- c. Effectiveness. As of 30 June 1956 the Center had on hand 27,903 cubic feet of office records and finished intelligence materials. This would require for office storage 3488 safe-type cabinets valued at \$1,095,232. When filled in April 1957 it will contain 40,000 cubic feet of records which would be equivalent to the volume of 5000 safe cabinets costing \$1,570,000.
- d. Anticipated results. The proposed addition to the Records Center of 30,000 square feet will house approximately 60,000 cubic feet of records. The ratio of 2 cubic feet of records for each square foot of available floor space meets the minimum standards established by the General Services Administration in the operation of 10 Federal Records Centers. 60,000 cubic feet of records is equivalent to the volume of 7500, 4 drawer, legal size safe cabinets valued at \$2,355,000.
- e. Evaluation. The effectiveness of this project after construction could be evaluated by the cubic feet of records received into the Records Center and the number of filing cabinets and amount of office space released for other purposes.
- f. Policy questions. The only question of policy is approval of funds for construction. The proposed construction is necessary to maintain compliance with the Federal Records Act (Public Law 754) and provide adequate protection for the Agency's records.

The resulting economies sufficiently justify the use of these funds.
- g. Congress. The Agency should be able to indicate to Congress its compliance with the Federal Records Act (Public Law 754). Security-cleared representatives of the General Services Administration responsible for the government-wide records program are in constant touch with us in regard to the development of CIA's Records Management Program.
- h.. Extra-Agency action. NA
- i. Proprietary companies. NA
- j. Special considerations. NA
- k. Liquidations. NA

### RECORDS CENTER CAPACITY REQUIREMENTS

1. With the addition of 30,000 sq. ft. of space, total capacity of the Center will be 100,000 cubic feet. At the present rate of intake and net growth of Center holdings this space should be adequate for approximately 10 years.
2. On 30 June 1956 the Records Center had on hand 27,903 cu.ft. of material which is 65% of its total capacity. These records were received from almost every office and are distributed by volume among major components as follows: DGI 22 cu.ft., DD/S 5906 cu.ft., DD/P 5004 cu.ft., DD/I 16,971 cu.ft. (includes 11,247 cu.ft. of finished intelligence material.)
3. The Center received material during the period 1 January through 30 June 1956 at the rate of 61 cubic feet per working day. This is more than double the experience of the previous two years. This experience and recently developed requirements in the DD/P and DD/I areas indicate that the present rate of growth will continue during 1956. At this rate it is estimated that the present Records Center space will be exhausted by about 1 April 1957.
4. The destruction of records held by the Center is increasing gradually each year but this will not offset the increased rate of receipt. Material going to the Center is responsive to a records control schedule developed by the Records Management Staff and the office concerned. These schedules show retirement dates (to the Center) and destruction dates. This fiscal year over 2200 cubic feet of material was either destroyed at the Center or returned to offices concerned for screening and destruction.
5. It is estimated that the Agency has 110,000 cubic feet of records in active files. Records control schedules covering 70,556 cubic feet (65%) of material have been prepared. Of this amount 19.5% will be retained permanently and 80.5% kept from one to 75 years. About 47% of the temporary records fall within the 5 to 15 year retention period. Consequently no appreciable increase in rate of destruction will occur for some time.
6. Since a certain per cent of all records created must be retained permanently by the Records Center as the Agency Archives, the total holdings of the Center over the years will always be increasing. This rate of increase may vary, and it could occur that during a particular year a balance would be struck between records received and records destroyed. However, by the very nature of the operation no permanent stabilization of available storage space can be achieved.

C O P Y

13 June 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Expansion of Record Center [ ]

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- REFERENCES:
- (a) Submission of Project Providing for Construction of an Agency Record Center dated 25 Jan 54 (ER 5-1817)
  - (b) Memo to Ch/Management Staff fr Ch/Records Management Staff dated 14 May 56
  - (c) Memo to Ch/Management Staff fr Ch/Records Management Staff dated 25 May 56

1. This memorandum contains recommendations submitted for DD/S approval. Such recommendations are contained in paragraph 7.

2. By reference (a) a project outline was approved by the Director on 24 March 1954 to provide 21,290 square feet of storage space and authorized the expenditure of [ ] for the construction work and the preparation of plans and specifications. Included in this project outline as approved was the anticipated expansion of 60,000 to 70,000 square feet within the next 10 to 20 years.

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3. The construction of the Record Center was completed April 1955 at a total cost of [ ] and was occupied by the Record Center on 20 April 1955. This building as constructed provides 21,290 square feet of overall floor space of which only 17,812 square feet is available for the actual storage of records.

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4. During the past year of occupancy the rate of which inactive records have been and are being received is more than twice anticipated expansion as originally planned. The net increase in storage requirements, taking into consideration the destruction program, indicates that the existing building space available for storage of additional records will be exhausted by April 1957. These facts were presented to you informally by reference (b) and (c) which contain more detailed information and are attached herewith for your information.

5. As a result of the above, it is essential to construct additional storage space for these inactive records to be available not later than April 1957, if possible, since no other adequate space is available for this purpose.



6. Due to the urgency of the situation, I have contacted the Real Estate and Construction Division of Logistics for advice and recommendations. They estimated the A&E costs to be \$17,200 and the construction cost to be \$360,000. It was their recommendation that A&E funds be made available at once for preparation of plans and specifications if occupancy of the completed structure was required by April 1957, since delays may occur due to weather conditions usually experienced by contractors during winter months.

7. It is therefore recommended that advanced approval of this project for the addition of 30,000 square feet be given in principle and that 1956 fiscal year funds, not to exceed \$17,200 be authorized immediately for the award of an A&E contract to prepare plans and specifications. No difficulty is expected by the office of Real Estate and Construction, Office of Logistics in obligating these funds. A detailed project outline requesting authority and funds for the construction work will be submitted in the near future.

/s/ [redacted]  
Chief, Management Staff

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Enclosures:  
References (b) and (c)

CONCURRENCES:

[redacted]  
Director of Communications

13 June 1956  
Date

\*s/ E. R. Saunders  
Comptroller

15 June 1956  
Date

[redacted]

for the proposed construction in their

/s/ James A. Garrison  
Director of Logistics

15 June 1956  
Date

The recommendations in  
paragraph 7 are approved:  
June 18, 1956 /s/ H. Gates Lloyd  
for L.K. WHITE  
Deputy Director  
(Support)

C O P Y

14 May 1956

Chief, Management Staff

Chief, Records Management Staff

Expansion of Records Center

1. On the 30th of April the Records Center had on hand 26,225 cubic feet of inactive records, 65% of its total capacity. These records were received from almost every office and are distributed by volume among the three major components as follows: DD/S, 5,632; DD/P 3,759, and DD/I, 16,834 (includes 11,305 finished intelligence material).

2. The rate at which inactive records are now being received in the Center, an average of 53 cubic feet per work day for the past 4 months, is more than double our experience for the previous two years. This experience and recently developed requirements in the DD/P and DD/I areas indicate that the present rate of growth will continue during 1956.

3. The destruction of records held by the Center is increasing gradually each year but this will not offset the increased rate of receipt. I estimate that our present Records Center space will be exhausted by about the first of April, 1957. I propose, therefore, that the Records Center be expanded by 30,000 square feet.

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4. I have discussed this problem with [redacted] representatives of the Real Estate and Construction Division. The Real Estate and Construction Division will develop plans and specifications when our need is officially made known and funds for architectural services are made available.

5. The Records Center project outline approved by the Director on 24 March 1954 anticipated expansion within 5 years. The attached chart shows the growth of the Records Center program from 1951 to 1956. Safe file cabinets to house the records now in the Center would cost over one million dollars or about five times construction costs.

6. Representatives of the Real Estate and Construction Division advise that we proceed as soon as possible with our plans in order to make the additional facilities available by the time that they are required.

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25 May 1956

Chief, Management Staff

Chief, Records Management Staff

### Expansion of Records Center

1. This supplements my memorandum of 14 May. Undoubtedly, you and Colonel White will be interested in some data on the destruction of records by the Center.
2. Material going to the Center is responsive to a records control schedule developed by us and the office concerned. These schedules show retirement dates (to the Record Center) and destruction dates. On 30 April, the Records Center had disposed of a total of 4289 cubic feet of records. This fiscal year over 2200 cubic feet of holdings were destroyed and the rate of destruction is equivalent to 25% of our receipts for the same period.
3. It is estimated that the Agency has 110,000 cubic feet of records in active files. Records control schedules covering 70,556 cubic feet (65%) of material have been prepared; 19.5% of these will be retained permanently, and 80.5% kept from one to 75 years. About 47% of the temporary records are in the 5 to 15 year retention period. Consequently, we cannot expect any appreciable increase in destruction for some time.
4. Since a certain per cent of all records created must be retained permanently by the Records Center as the Agency Archives, the total holdings of the Center over the years will always be increasing. This rate of increase may vary, and it could occur that during a particular year a balance would be struck between records received and records destroyed. However, it is mathematically impossible by the very nature of the operation to maintain this stabilization between intake and destruction.
5. As noted above we estimate the Agency's retirement program to be 65% activated. All major offices have transferred some records to the Center except Security which has destroyed some material in their offices and is earmarking others for early transfer to the Center.
6. Even though we complete schedules for the entire Agency it will take about ten years for the retirement features to become active enough to reach an additional 100,000 cubic feet. Of this total we estimate that about 33,000 cubic feet will be destroyed, leaving us 67,000 additional cubic feet at the Center. The small existing leeway at the Records Center, 13,000 cubic feet, together with the requested 60,000 cubic feet, ought to take care of us for the foreseeable future.

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